

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

16 November 1960

MEMORANDUM FOR: CIA Records Management Officer

ATTENTION:

[REDACTED]
Room 609, 1016 - 16th St.SUBJECT: Denazification Records, Kansas City Federal
Records CenterREFERENCE: Memo, GAO Ass't Archivist to CIA Records Mgmt.
Officer, 10 October 1960

1. The Biographic Register has a vital interest in subject records and is exploiting them on a continuing basis- transmitting name check requests to the Federal Records Center at Kansas City at the rate of approximately 100 names per month. At this rate, however, it is obvious that the Denazification Records could not be fully exploited within the foreseeable future. The only practical and immediate full exploitation of the records would require a physical review of the files, retention of those portions which are of interest and the destruction of rejected portions. This office would be willing to supply the personnel, on a TDY basis, to undertake the operation.

2. Such an exploitation could be accomplished in two stages. A team would be sent to the Center to make an initial selection of those boxes containing the most usable material and mark them for shipment to Washington. This would eliminate approximately two-thirds of the file. The second stage would be a fine screening of the material here at headquarters, during which time it would be necessary to temporarily store approximately 1500 unclassified boxes. During a previous conversation with [REDACTED] he indicated it would be possible to store them at [REDACTED]

25X1
25X1

3. If the Kansas City Federal Records Center is holding the file until 1 January 1963 because of BR interest, and if storage space would still be available [REDACTED] for the selected file portions specified in para 2 above, this office would be willing to undertake the TDY screening operation early in 1961. It is

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NWC Task Force review

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emphasized, however, that current operational commitments and space limitations in North Building preclude any large-scale handling of material from [REDACTED] We could, however, begin screening the material immediately after transferring to the new building.

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Chief, Biographic Register

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SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Disposal of Denazification Records

FROM:

Chief, Records Management Staff

NO.

13 October 1960

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ARO/OCR

(Attn: [redacted])

RECEIVED

FORWARDED

14 Oct 14 Oct [initials]

Does OCR concur in these
proposed disposal actions?

2. BR/CR

(Attn: [redacted])

3.

4.

5.

6.

7.

8.

9.

10.

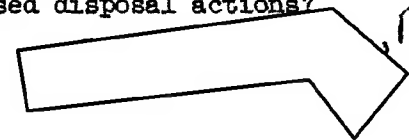
11.

12.

13.

14.

15.

FORM
1 DEC 56

610

USE PREVIOUS
EDITIONS

SECRET



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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED	XXX	CONFIDENTIAL
			SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	[REDACTED]		
2	Rm 609, 1016-16 St.		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks:			
<p>Fred- In para 2, [REDACTED] mentions storage of boxes at [REDACTED] At the meeting with Lou, storage was to be at Records Center until the material could be screened and discarded, and only at [REDACTED] if RC could not at that time accommodate it.</p> <p style="text-align: center;"><i>Jim.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Admin Staff/ CR <i>HEH</i>			21 Nov
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			SECRET

FORM NO. 237
1 APR 55Replaces Form 30-4
which may be used.(40)
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